

**NASA MARSHALL SPACE FLIGHT CENTER
CO-OP PROGRAM AGREEMENT**

MSFC will:

1. Maintain liaison with the educational institution through its Co-op Coordinator.
2. Keep the educational institution informed of work experience opportunities in a timely manner.
3. Select appointees from among those recommended and referred by the educational institution. Such selection shall disregard race, religion, sex, handicap or age.
4. Process all personnel actions relative to the employment of co-op students.
5. Ensure that work assignments are related to the academic majors being pursued by students, and collaborate with the institution in setting up work schedules to accommodate them.
6. Furnish the educational institution at reasonable intervals, or upon request, supervisory evaluations of its students' work performance.
7. Notify the educational institution of any proposed action to terminate a student's appointment because of failure to perform at an acceptable level or because of misconduct.
8. Maintain records on student performance and other administrative matters, including promotions and similar actions.

Continuation in the Center's Cooperative Education Program is contingent on the student meeting the following requirements. Therefore, as a participant in the Co-op program:

- I understand that there is no guarantee of permanent employment with NASA upon graduation. If NASA is able to convert me either to a term or career-conditional appointment upon graduation, I must meet all qualification requirements for the targeted position for which I am being considered.
- I understand that my appointment can be terminated at any time for any of the following reasons: Change in the academic major which will not qualify me for the co-op and targeted position; suspension, expulsion, or withdrawal from school; unsatisfactory work performance; failure to maintain a 2.9 overall (cumulative) GPA may result in termination; lack of available work, manpower, or budget reasons to retain my position; unacceptable performance or conduct.
- I understand that, if I am an AST co-op student, upon conversion to a term or career-conditional appointment, I must meet one of the requirements for the GS-7 level as listed in NASA Publication NN-100, Career Opportunities in Aerospace Technology (copy provided upon request).

- I agree to notify the MSFC Co-op Coordinator IN WRITING (or email) of my expected date of return to duty (RTD), at least one month in advance of my return. The signature of my School Cooperative Education representative must be included or accompany the RTD Form (MSFC Form 1854). My return date must be a Monday unless the nearest Monday is a Federal Holiday.
- I agree to notify the MSFC Co-op Coordinator IN WRITING (or email) of my expected last working day at least one month in advance (MSFC Form 3076).
- I agree to work the following while a participating student in the MSFC Co-op Program: Associate Degree Student, minimum of 26 weeks in pay status or 1,040 hours; or Undergraduate Degree Student, minimum of 26 weeks in pay status or 1,040 hours; or Graduate/PHD Student, minimum of 16 weeks in pay status or 640 hours. *Students are encouraged to alternate a minimum of three semesters. Certain exceptions may be granted due to the uniqueness of a student's specialized curriculum or specialized college/institution.*
- In order to document my academic progress, I agree to submit a transcript upon completion of each semester or quarter. I further agree to provide these transcripts within two weeks of returning to duty. (see next paragraph regarding promotions)
- I understand that an OFFICIAL transcript is required prior to receiving any promotion in which I may become eligible. I understand that promotions are based on the supervisor's recommendation and my documentation of academic performance by way of providing official college transcripts. In addition to an OFFICIAL transcript, a letter or e-mail is required from my School Co-op Coordinator that I have completed so many credit hours which is equivalent to a sophomore, junior or senior status. (The number of credit hours completed includes the latest semester in which I am enrolled) Promotions will be made effective within the Center's processing requirements and established deadlines.
- If I receive a grade below a "C" or overall GPA lower than a 2.5 on a 4.0 scale, or equivalent, I will immediately notify the MSFC Co-op Coordinator.
- I will promptly notify the MSFC Co-op Coordinator IN WRITING of any changes to my projected graduation date, major, or school.
- I understand that changes in the work/school schedule are not to be made unless there is an academic scheduling problem during my senior year. I will provide written documentation from my school adviser stating the necessity of changing schedules well in advance of the requested change.
- I will enroll with the Co-op Office at the university I attend prior to returning for my next scheduled work phase, and provide proof of enrollment.
- If I elect to have NASA health benefits, I fully understand that I am obligated to pay my portion from the premium every two weeks while in a Leave Without Pay status, or I will incur a debt. If I choose to incur a debt, I fully understand that an

additional automatic deduction will be made from my pay when I return to duty. The amount that will be deducted from my pay will be sufficient to cover my indebtedness during my work phase. If I resign from the Co-op Program while at school I understand my responsibility to repay my portion of benefits premiums.

- I will maintain a student status of full time or part time while on Leave Without Pay (LWOP). If circumstances arise that prevent me from taking classes while on LWOP, I will notify the MSFC Co-op Coordinator IN WRITING.
- If I plan to resign, I will notify the Co-op Coordinator IN WRITING and include the effective date along with a current address and phone number of where I can be contacted.
- I have read this NASA/MSFC Cooperative Education Agreement and understand and agree to the policies and requirements set forth within the document.
- **Failure to meet the requirements of the Co-op Program may result in termination at any time during a work or school period.**

_____ Printed Name (Student)	_____ Signature (Student)	_____ Date
_____ MSFC Co-op Coordinator	_____ Date	